

Job Announcement

TITLE: Administrative Assistant to a State Senator
SALARY: \$2024/Month Minimum Base Salary/ Higher DOE
CLOSING DATE: September 29, 2006, or until position is filled

Job Description:

Administrative Assistant works directly with the Senator, acting as support staff to the office. Duties may include the following:

Office Management:

- Independently manage and perform a wide variety of administrative functions related to a Senator's office.
- Schedule and coordinate appointments and meetings.
- Responsibilities include a heavy emphasis on the facilitation of information between research staff, other Senators, state agency personnel, lobbyists and the public.

Public and Constituent Relations:

- Handle and respond to all constituent correspondence (including phone calls, letters, postcards, emails, and faxes). Typically involves bill tracking and research into issues.
- Act as liaison to community groups, agencies, and grass-roots organizations on member's behalf; may involve organizing various meetings and community events.

Policy Support:

- Maintain general knowledge of diverse range of member's priority issues and bills.
- Research and analyze existing and potential legislative issues that are (or may be) of interest to member; work well with partisan and nonpartisan staff in providing policy support.

Desired Qualifications:

- Strong communications (both written and oral), research, and critical analysis skills.
- Excellent organizational skills with an outstanding attention to detail.
- Ability to work well under pressure and the ability to multi-task effectively and independently.
- Computer proficiency and database management a must.
- Knowledge of the Arizona State Legislature preferred.

THIS IS A FULL TIME, AT WILL (EXEMPT) POSITION WITH THE STATE OF ARIZONA,
WITH FULL VACATION, SICK, HEALTH, VISION, AND RETIREMENT BENEFITS.

Interested individuals should submit cover letter and resume to:

Arizona State Senate
Charmion Billington, Secretary of the Senate
Capitol Complex
Senate Building
Phoenix, AZ 85007

Email: cbillington@azleg.gov

The Arizona State Senate is an equal opportunity employer.